

# TRANSIT BENEFIT PROGRAM Applicant Guide

Last Updated 4/2020

#### **Apply for the Transit Subsidy Benefit Program in three easy steps:**

- 1) Complete Transit Benefit Integrity Awareness Training
- 2) Use your United States Department of Housing and Urban Development federal email address to create a Username at the TRANServe website
- 3) Submit the Transit Benefit Program expense worksheet and application

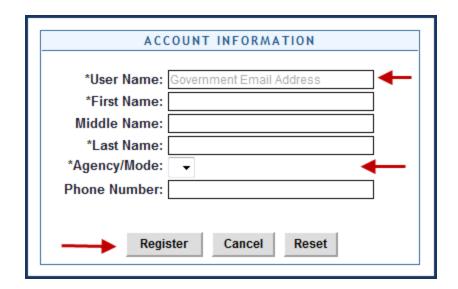
#### 1.) Use your official HUD email address to create a Username on the

#### **TRANServe Electronic Transit Benefit Application**



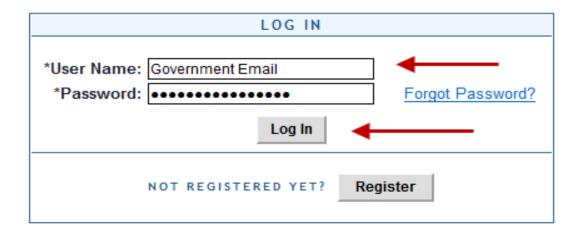
- ◆ Log on to: <a href="https://transitapp.ost.dot.gov">https://transitapp.ost.dot.gov</a>
- ♦ If this is your first time in this system click the "Register" button

REMEMBER - YOU ONLY NEED TO REGISTER THE FIRST TIME YOU USE THE SYSTEM

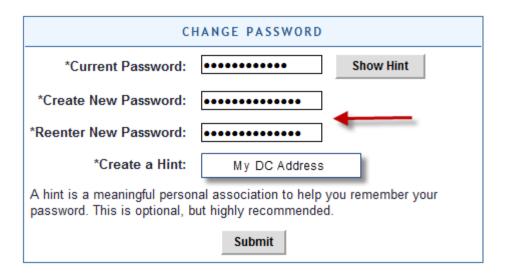


- ◆ Complete the registration form
- ♦ Always use your government email address as your User Name
- ◆ Select "HUD REGION III" from the Agency/Mode drop-down box
- ♦ Click "Register"

NOTE: A temporary password will be emailed to you. (Please check Spam and or Clutter folders) When you receive your temporary password, please follow these Instructions:



- . Type in your User Name and Temporary Password
- . Click "Log In"



- ◆ Complete the Change Password form
- ◆ Click "Submit"
  - o "Password Changed!" will be displayed
- ♦ Click "Home" on the blue task bar to continue



#### To apply, withdraw, request information or change existing information select:



To update account information (Name, Username, Phone number, Email Address etc.) Select:



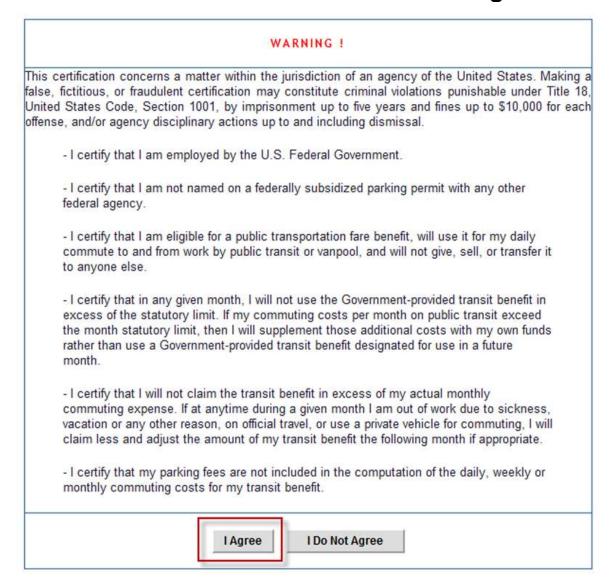
#### **Complete the Transit Benefit Application**

Select: "Certify/Enroll"



**♦** Click "Continue"

#### ♦ Read the terms and conditions of the Transit Benefit Program:



- Click "I Agree" to proceed to the application
- ◆ YOU MUST AGREE TO THE TERMS AND CONDITIONS OF THE TRANSIT BENEFIT PROGRAM TO PROCEED WITH THE APPLICATION.

**Follow these Steps to Submit the Transit Benefit worksheet and application**. You will find screenshot examples on **page 12-14**. If you need further assistance, please reach out to your transit benefit point of contact.

- 1) Complete the Transit Benefit Program Application (at any point, click <sup>10</sup> for additional information)
  - 1) Enter your "H" ID number
  - 2) Work Phone: Enter your Work Phone
  - 3) Common Identifier: Enter your "H" ID number
  - 4) Agency/Mode: Auto-fills to Department of Housing and Urban Development
  - 5) Office Locality: Pittsburgh Office
  - 6) Program Office: Enter: Use the drop down to select your Program Office
  - 7) Accounting code: leave blank
  - 8) Routing symbol: leave blank
  - 9) Location/Building: leave blank
  - 10) Automatically populates from above
  - 11) Work Address: 1000 Liberty Avenue Suite 1000 Pittsburgh PA 15222
  - **12)** Work City: Pittsburgh
  - 13) Work State: PA
  - **14)** Work **ZIP**: 15222
  - **15)** Residence Information: The full address from which you commute via mass transit

**Supervisor –** Select Director of your program office

Point of Contact- Your local office point of contact (See page 15)

Office of Administration Approver- Select Antoinette Perry Banks

Manager Phone: Enter the best number with which to reach your Director

SmarTrip® card number – Enter "NA"

Comment for Agency Approvers: Enter the number of days you telework/ AWS per pay period

#### Click "Continue" to submit your application for approval

You will be notified by email when your application is forwarded to the next step.
You can also check status any time by logging into the Electronic Transit Benefit Application System.

#### TRANSIT BENEFIT APPLICATION WORKSHEET

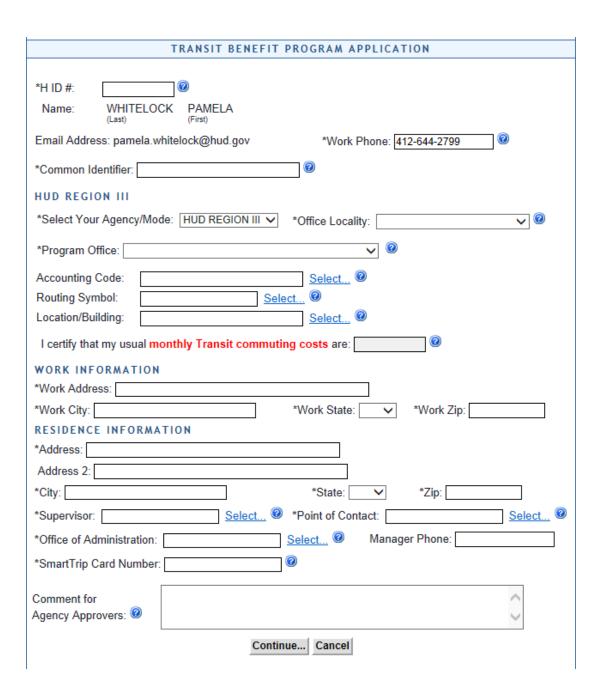
All Transit Benefit Program Applicants are required to certify the "Total Monthly Expense" of their Home to Work Mass Transit Commute.

Parking fees are not eligible for the transit benefit and must not be included in "Total Monthly Expense".

Instructions: To calculate your "Total Monthly Expense"

- Select your transportation method(s)
- b. Enter the following information in the "To Work" and "From Work" row(s) of each transportation method:
  - i. Name of Company for your method of transportation (Metro, BART, Subway)
  - ii. Daily or Monthly Expense
  - iii. Number of days you routinely work in a month
- c. If you purchase a Monthly pass, divide the price of the pass by 2, and enter the information in the Monthly Expense column.
- d. The Total Monthly Expense value automatically populates

*Reason for Certification: Annual Certification/Recertification ▼				
*Select your transportation methods:				
■ Bus □ Rail □ Other Method □ Vanpool				
	*Civilian/Military: Civilian ▼	Work Status: F	ull Time ▼	
If you work 8-hour days, enter 22 in the Days per Month column  If you work 9-hours days enter 20 in the Days per Month column  If you work 10-hour days enter 18 in the Days per Month column  If you telecommute please use the equation below to calculate the amount of Days per Month you should be using. Take the number of days you work from home a pay period. Multiply that number by 2. Subtract that number from 22.  22 workdays per month - (number of days you work from home a pay period X 2) = Days per month column				
Method of Transportation		Daily Expense	Days per Month	Monthly Expense
Bus to Work	Name of Company	\$		\$
Bus from Work	Name of Company	\$		s
				•
Other Bus to Work	Name of Company	\$		\$
Other Bus to Work Other Bus from Work	Name of Company  Name of Company	\$		



## The HUD Transit Benefit Program Coordinator is always here to assist you

### Please email questions to:

Baltimore- Lisa.C.Rosier@hud.gov
Philadelphia- Alice.F.Jones@hud.gov
Pittsburgh- Pamela.Whitelock@hud.gov
Richmond- Tracey.Dunn@hud.gov